

# APPROVED

May 15, 2007

## Michigan State Administrative Board

Lansing, Michigan

May 1, 2007

A regular meeting of the State Administrative Board was held in the Lake Superior Room, 1st Floor, Michigan Library and Historical Center, on Tuesday, May 1, 2007, at 11:00 a.m.

Present: Kelly Keenan, Chief Counsel, representing Jennifer M. Granholm, Governor, Chairperson  
Kristie Profit, Policy Advisor, representing John Cherry, Lt. Governor  
Patrick F. Isom, Assistant Attorney General, representing Michael A. Cox, Attorney General  
Mary G. MacDowell, Director, Financial Services Bureau, representing Robert J. Kleine, State Treasurer  
Joe Pavona, Director, Bureau of Administrative Services, representing Terri Lynn Land, Secretary of State  
Myron Frierson, Bureau Director, Finance and Administration, representing Kirk T. Steudle, Director, Department of Transportation  
Sherry Bond, Secretary

Absent: Michael P. Flanagan, Superintendent of Public Instruction

### Others Present:

Elise Lancaster, Janet Rouse, Department of Management and Budget; Pam Lavender, Paul Lott, Department of Transportation; Daniel Otto, Capitol City Airport; John Walter, Michigan Strategic Fund

### 1. CALL TO ORDER:

Mr. Keenan called the meeting to order and led the Pledge of Allegiance to the Flag.

### 2. READING OF MINUTES OF PRECEDING MEETING AND APPROVAL THEREOF:

Mr. Pavona moved to approve the minutes of the regular meeting held on April 17, 2007. The motion was supported by Ms. MacDowell and unanimously adopted.

### 3. HEARING OF CITIZENS ON MATTERS FALLING UNDER JURISDICTION OF THE BOARD:

NONE

4. COMMUNICATIONS:

Correspondence from Jacqueline M. Johnson, Department of Treasury, with the attached summary and detail investment holding reports for the Veterans' Benefit Trust Fund for the quarter ending March 30, 2007, and a report of investment transactions for the quarter ending March 30, 2007, in accordance with a resolution adopted by the State Administrative Board.

Michigan Strategic Fund, 2007 Second Quarter Report of the Chief Compliance Officer

5. UNFINISHED BUSINESS:

NONE

6. NEW BUSINESS:

**Retention and Disposal Schedules:**

CITY OF KALAMAZOO

City Manager's Office, 5/1/07  
Internal Auditor, 5/1/07

LENAAWEE COUNTY, Community Mental Health Authority, 5/1/07

GENERAL SCHEDULE #19, Prosecuting Attorneys, 05/01/07

GENERAL SCHEDULE #20, Community Mental Health Services Program, 5/1/07

DEPARTMENT OF COMMUNITY HEALTH, Program Policy Division, 5/1/07

DEPARTMENT OF EDUCATION, Michigan School for the Deaf, 5/1/07

DEPARTMENT OF LABOR AND ECONOMIC GROWTH

MIOSHA -Administration, 5/1/07  
MIOSHA -Appeals Division, 5/1/07  
MIOSHA -Consultation Education & Training Division, 5/1/07  
MIOSHA - Enforcement Divisions, 05/01/07  
Management & Technical Services Division, 05/01/07

BUREAU OF LOTTERY

Accounting, 5/1/07  
Administration, 05/01/07  
Charitable Gaming, 05/01/07  
Commissioner's Office, 05/01/07  
Department/Warehouse Services, 05/01/07  
Information Security, 05/01/07

**Retention and Disposal Schedules: continued**

**BUREAU OF LOTTERY,**

Marketing, 05/01/07

Planning and Operations, 05/01/07

Public Relations, 05/01/07

Retailer Services, 05/01/07

Security and Investigations, 05/01/07

**DEPARTMENT OF MILITARY AND VETERANS AFFAIRS**

Grand Rapids Home For Veterans, Commandant's Office 05/01/07

Medical Services, 05/01/07

Homeland Security, 05/01/07

**DEPARTMENT OF TREASURY, Office of Policy Communications and Disclosure,**  
05/01/07

Mr. Hank moved that the Retention and Disposal Schedules be approved and adopted. The motion was supported by Mr. Pavona and unanimously approved.

7. **REPORTS AND RECOMMENDATIONS OF COMMITTEES:**  
(Please see the following pages)

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Ms. MacDowell presented the Finance and Claims Committee Report for the regular meeting of April 24, 2007. After review of the forgoing Finance and Claims Committee Report, Ms. MacDowell moved that the Finance and Claims Committee Report covering the regular meeting held March 24, 2007, be approved and adopted. The motion was supported by Mr. Hank and unanimously approved.

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Ms. MacDowell presented the Building Committee Report for the regular meeting of April 25, 2007. After review of the forgoing Building Committee Report, Ms. MacDowell moved that the Building Committee Report covering the regular meeting held April 25, 2007, be approved and adopted. The motion was supported by Mr. Pavona and unanimously approved.

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Mr. Pavona presented the Transportation and Natural Resources Committee Report for the regular meeting of April 25, 2007. After review of the forgoing Transportation and Natural Resources Committee Report, Mr. Pavona moved that the Transportation and Natural Resources Committee Report covering the regular meeting held April 25, 2007, be approved and adopted with Item 23 of the regular agenda withdrawn at the State Administrative Board meeting on May 1, 2007. The motion was supported by Mr. Isom and unanimously approved.

8. MOTIONS AND RESOLUTIONS:

NONE

9. ADJOURNMENT:

Mr. Pavona moved the meeting be adjourned. The motion was supported by Ms. MacDowell and unanimously approved. Mr. Keenan adjourned the meeting.

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SECRETARY

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CHAIRPERSON